



MONTGOMERY COUNTY, MARYLAND  
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
LICENSING AND REGISTRATION UNIT

**CLASS III (C3)**  
**Accessory Apartment Rental License Application**

(READ Full Instructions on reverse side)  
Fees Required at Application Submission:  
Application Fee: \$250.00  
Annual License Fee: \$98.00  
Sign Fee: \$220.00  
Total: \$568

Mail Application with payments to:  
DHCA/Licensing and Registration Unit  
100 Maryland Avenue, 4<sup>th</sup> Floor  
Rockville, MD 20850

Checks Payable to: Montgomery County, MD

Office Use Only:  
License No. \_\_\_\_\_  
Received Date \_\_\_\_\_  
Evidence of OPR \_\_\_\_\_  
Apt/Driveway Sketch \_\_\_\_\_  
Residential Zone \_\_\_\_\_  
Meets requirements: Y / N

**PART A ACCESSORY APARTMENT:**

Address: \_\_\_\_\_  
Street City Zip

Is AA under construction or will be? Y / N Is AA an addition? Y / N Obtained Building Permit? Y / N

Start Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Occupants: \_\_\_\_\_  
(18 years of age or older) Accessory Detached? Y / N

Location of Accessory Apartment: \_\_\_\_\_  
Number of Kitchens: \_\_\_\_\_  
(This includes main house kitchen)

Number of On-site Parking spaces: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_

On-site Parking dimensions: \_\_\_\_\_ Has well/septic? Y / N

Sq. ft. of principal dwelling: \_\_\_\_\_ Sq. ft. of accessory: \_\_\_\_\_  
Change to Floor Plan? Y / N  
(If Yes, explain on separate paper)

Recent Purchase (date): \_\_\_\_\_ (If recent, attach copy of HUD-1 form) Year Built: \_\_\_\_\_  
\*See reverse side for requirement

Is there an active special exception (SE) for your AA? Y / N If so, SE #: \_\_\_\_\_ I want SE revoked: Yes / No

**PART B OWNER INFORMATION:**

First Owner's Name Second Owner's Name

Full Street Address Full Street Address

Emergency Phone Cellular Phone Emergency Phone Cellular Phone

Email Address Email Address

*I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department of Housing and Community Affairs, Licensing & Registration within 10 days of the change.*

Owner's Signature Date Second Owner's Signature Date

### C3 Accessory Apartment Application Instructions

1. File C3 accessory apartment license application with Department of Housing and Community Affairs, Licensing and Registration Unit. You must mail or apply in person at the following address:

DHCA/Licensing and Registration Unit, 100 Maryland Avenue, 4<sup>th</sup> Floor, Rockville, Maryland 20850

  - a. Part A: Accessory Apartment (AA)
    - i. Full address
    - ii. If the AA is a new construction or under construction select “Y”, a building permit is required. Contact Licensing Unit for requirements at 240-777-3666.
    - iii. If you have a building permit, select “Y”. If not, you must obtain a building permit by contacting the Department of Permitting Services at 240-777-0311, if required.
    - iv. Indicate the start date of rental and the number of occupants over the age of 18 years old.
    - v. If AA is detached from main house, select “Y” and write the location of the AA.
    - vi. Indicate how many kitchens are in all (main house, AA, etc).
    - vii. Indicate how many parking spaces are in the driveway, include the dimensions of driveway.
    - viii. Indicate the lot acreage (ie. 1 acre, less than an acre, etc).
    - ix. Indicate the square footage of the entire house and the square footage of the AA alone.
    - x. If there was a change in the floor plan, select “Y” and indicate the change(s).
    - xi. If you purchased the property within 12 months, please include copy of HUD-1 form with application.
    - xii. Indicate the year your house/AA was built.
    - xiii. Indicate if property has well and/or septic. If so, must meet required code.
  - b. Part B: Owner Information
    - i. Write all owners’ full name and full street address, include emergency phone number, cellular number and email addresses. Sign the application.
2. Show evidence of primary residence
  - a. The owner’s most recent Maryland income tax return;
  - b. The owner’s current Maryland’s drivers license; or
  - c. The owner’s real estate tax bill for the address of the proposed accessory apartment
3. Provide a detailed drawing with the dimensions of the proposed accessory apartment and parking area (driveway) must be submitted on a 8 ½” x 11” paper with application.
4. Sign affidavit for attestation of the continued use of the property as the owner’s primary residence, attestation that the property will not be occupied by more than two person 18 years age or older, and receipt and condition of posting sign.
5. The filing fee, license application fee, and sign fee paid with application. \$125 of license application fee is refundable if Director finds the property does not meet zoning requirements.
6. Post C3 accessory apartment notice sign within 5 days of acceptance on the property in a place visible from each public road which abuts the property. Sign remains posted for 30 days after issuance of the Director’s report on findings and returned within 15 days after end of posting period. \$110 of the sign fee will be refunded when the sign and stakes are returned in a clean, undamaged, and reusable condition.
7. \*Is this property built before January 1, 1950? If YES, the AA **MUST** be registered with Maryland Department of the Environment (MDE) and inspected for lead paint. **Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements and that proof of compliance be provided to local government before authorizing a property to be rented.** For further information regarding Lead Poisoning Prevention and compliance, call MDE at 1-800-633-6101 or 410-537-4199. **Copies of Lead Inspection Certificates must be provided to our office with your C3 accessory apartment application.**
8. **Contact your homeowners association or see your association’s covenants for their rules and regulations regarding accessory apartments.**
9. **Note:** Montgomery County Government uses CheckAgain –If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling (800)666-5222 ext. 2 to arrange payment for any outstanding checks and service fees due. [www.checkagain.com](http://www.checkagain.com)